

CORINNA TOWNSHIP BOARD MEETING
Tuesday, April 19, 2016
7:00 p.m.
Corinna Township Hall
9801 Ireland Avenue NW, Annandale, MN

Minutes

Meeting Call to Order and Pledge of Allegiance was at 7:00 p.m.

Present: Chuck Carlson; John Dearing; Larry Smith; Clerk/Treasurer Mary Barkley Brown.

Absent: Deputy Clerk/Treasurer Jean Just.

Others in Attendance: Marty Campion; Dennis Loewen; Don Rachel.

Approve or Amend Agenda, Town Board Meeting, April 19, 2016: A motion was made by Dearing, seconded by Smith, to approve the Agenda as presented with the following additions: CenterPoint Request; Wright County Highway Department News Release Regarding County Road 5; Interium Table Proposal. Motion carried unanimously.

Approve or Amend Minutes, Town Board Meeting, April 5, 2016: A motion was made by Smith, seconded by Dearing, to approve the Minutes of the Town Board Meeting of April 5, 2016. Motion carried unanimously.

Maintenance Outlook Report: Reviewed.

New Maintenance Shed: A motion was made by Smith, seconded by Dearing, to obtain three quotes on a 50' x 60' maintenance shed, with three 14' x 14' overhead doors, six 3' x 3' windows, one service door, and wainscot to match other building on township property. Motion carried unanimously. Carlson and Smith will get quotes.

Requests to be on the Agenda:

1. Petition to Vacate a Portion of the Public Road – True Friends: A petition signed by Adam Goelz, William Pallies and Edward Stracke, to vacate a portion of the road in the Plat of Cedar Woods, was received. A motion was made by Dearing, seconded by Carlson, to approve Resolution #2016-04, Calling for Public Hearing on Petition to Vacate Road. Motion carried unanimously. A Public Hearing to consider the road vacation will take place on Tuesday, May 17, 2016, 7:00 p.m.

Other Business:

1. Planning and Zoning Administrator's Report:

Application: Preliminary plat application to re-plat and combine the existing outlot with an existing undeveloped lot within the "Cedar Creek" subdivision into one outlot to be owned in common by other landowners in the same subdivision.

Applicant: Clearwater River Watershed District

Proposal: The applicants include both the Clearwater River Watershed District and the other six owners within this subdivision. The proposal is to take Lot 1, Block 2 of the Cedar Creek Subdivision (platted in 1998) and combine it with Outlot A of the same subdivision to create one larger Outlot. The other six owners in the Cedar Creek plat would share ownership of the larger Outlot. The CRWD has recently installed improvements related to water quality and retained easements over Lot 1, Block 2 and part of Outlot A to allow for permanent maintenance and preservation of the water quality improvements.

Location:

- Property address: None
- Sec/Twp/Range: 34-121-27
- Parcel number(s): 206113002010

Zoning: AR - Agriculture/Residential/S2 - Residential-Recreational Shorelands, Cedar Lake (General Development lake)

Town Board Direction: Town Board action is required. Preliminary plat applications need to be acted upon by the Town Board and the Planning Commission is only making a recommendation.

Planning Commission/Board of Adjustment Action: The PC/BOA, on a unanimous vote, has recommended approval of the requested preliminary plat as presented to combine Lot 1, Block Two of Cedar Creek with Outlot A. The recommendation is for approval with the following conditions:

1. There shall be no direct access to Highway 55 for Outlot A;
2. Outlot A shall be common open space in accord with section 614.9 of the Corinna Township Zoning Ordinance, and the purpose of the open space shall be primarily to preserve and enhance the natural character of the creek valley, protect the water quality in the creek and prevent development of the outlot;
3. The spoil pile must be removed from the property by September 15, 2016, seeded or otherwise stabilized and restored to natural plantings consistent with the surrounding area. Any placement of the fill on other properties within Corinna Township is subject to permitting requirements of the Township as a Land Alteration.
4. The following conditions related to the approval of the original Cedar Creek plat shall remain in effect and are not altered by this approval:
 - a. Lot 1, Block 3 shall be Restricted Lands in accords with section 614.10 of the Wright County Zoning Ordinance and only one farm residence and no further non-farm development shall be allowed on this lot;
 - b. Due to the lot sizes, a side yard setback of 20 feet shall be allowed for principal uses on lots 1 through 5, Block 1, but a 50 foot setback shall be maintained on the rear property line, and there shall be no land alteration for any reason within the rear yard setback.

Dennis Loewen addressed the Town Board. He asked that the Planning Commission's condition that spoil pile must be removed from the property by September 15, 2016 be removed or that the date be extended. There was a discussion.

A motion was made by Smith, seconded by Dearing, to accept the Planning Commission's recommendation, keeping the September 15, 2016 deadline for removal of the spoil pile. Motion carried unanimously.

Application: Ordinance amendment to Corinna Township Subdivision Ordinance to clarify allowances for cul-de-sac design and when allowed during subdivision of property.

Applicant: Corinna Township

Proposal: The Township is wishing to clarify requirements related to cul-de-sacs within the Subdivision Ordinance. The general idea is to give the Township greater flexibility in terms of what designs for cul-de-sacs and turnarounds can be approved.

The current ordinance implies that the only type of cul-de-sac that is allowed is a circular-shaped turnaround. The Township Board has expressed a desire to be able to allow for other types of turnarounds (“hammerhead” or “T” turnarounds, for instance) when topographic and other conditions warrant.

The proposed language would provide that flexibility.

Town Board Direction: Town Board action is required to approve the amendments. The Planning Commission provides a recommendation only.

Planning Commission/Board of Adjustment Action: The PC/BOA, on a unanimous vote, has recommended approval of the amendments to the Corinna Township Subdivision Ordinance as presented. A copy of the proposed amendments is attached.

A motion was made by Dearing, seconded by Smith, to accept the Planning Commission’s approval of the amendments to the Corinna Township Subdivision Ordinance as presented.

Application: Final plat approval of “The Preserve at Sugar Lake”

Applicant: Rachel Properties, LLC

Proposal: Rachel Properties has applied for final plat approval from Corinna Township for their preliminary plat of “The Preserve at Sugar Lake”.

Findings of Fact: The following represent proposed findings related to the final plat application, relating to the Township’s requirements for final plat approval:

Required Items:

1. The final plat shall have incorporated all changes or modifications required by the Township in its approval of the preliminary plat. In all other respects, the final plat shall conform substantially to the preliminary plat.
 - o **Staff Finding:** The final plat conforms substantially to that of the preliminary plat, with modifications related to changes required by the Township and/or related to required avoidance of wetlands.
 - o **The conditions on the preliminary plat approval were:**
 1. That the applicant must submit their plans and calculations related to meeting NPDES requirements for stormwater to the Township when completed for review. The Township will request review by Wright County SWCD and/or a private engineer to ensure that the Township ordinance requirements for stormwater are met. The Township shall approve the plans prior to final plat approval.
 2. That the applicant shall construct the roadways as noted in the submitted construction plans, or as otherwise approved by the Town Board, prior to final plat approval. Alternatively, the applicant can submit a financial security and otherwise meet the requirements of the Township Subdivision Ordinance for completion of improvements after final plat approval.
 3. All lots shall have private sewers installed to serve the homes at the time of construction. If a community drainfield/septic system is installed to serve any of the lots, such community drainfield shall meet all requirements and a homeowner’s association or other equally effective organization shall be formed to assure proper maintenance and operation of the

community drainfield. Such organization shall be approved by the Township prior to a permit being issued for the installation of the system. An easement, or other approved means of assuring access to the common septic system, shall be in place prior to a permit being issued for the system.

4. The applicant shall submit sufficient calculations and information to ensure that they will be meeting the density and open space requirements applicable to the shoreland portion of the property – not including Lots 1-10, Block Two (the shoreland lots).
2. The final subdivision plat shall be drawn to scale of not more than 200 feet to the inch or as approved by the Township. The sheers shall be numbered in sequence, of more than one sheer, and shall be submitted on 20" x 30" paper sheets or as otherwise approved by the Township.
 - **Staff Finding:** The final plat has been submitted at a scale of 1" = 200' and at a size of 11" x 17". They have also been sent in electronic form, allowing the township to zoom into any details it needs.
3. Final subdivision plat shall be prepared by a land surveyor licensed by the State of Minnesota.
 - **Staff Finding:** The final plat has been prepared by Jeffrey R. Rausch, Pellinen Land Surveying, Inc., Hutchinson, MN. His State of Minnesota license number is No. 24329.
4. The final plat shall be prepared for recording purposes and must include all information and be presented as required by the Wright County Recorder's Office.
 - **Staff Finding:** The final plat has not been prepared in mylar form yet for recording. This will be done after the Town Board has given its preliminary approval, as well as any other County departments that will be reviewing the final plat before final preparation.
5. For Planned Unit Developments, the final development plan shall comply in all respects with the approved preliminary development plan. Changes in the approved preliminary development plan shall require an amended Conditional Use Permit.
 - **Staff Finding:** The final plat as presented complies with the approved preliminary development plan, except that the Board should review the proposed Outlots B-E for compliance with the requirement of the preliminary approval as follows (Staff had anticipated one Outlot rather than four, although that is not necessarily in conflict with the following): **"All lots shall have private sewers installed to serve the homes at the time of construction. If a community drainfield/septic system is installed to serve any of the lots, such community drainfield shall meet all requirements and a homeowner's association or other equally effective organization shall be formed to assure proper maintenance and operation of the community drainfield. Such organization shall be approved by the Township prior to a permit being issued for the installation of the system. An easement, or other approved means of assuring access to the common septic system, shall be in place prior to a permit being issued for the system."**
 - Roads and other improvements, including improvements to common open spaces, must be completed prior to recording the final development plan, unless adequate financial guarantees are provided to the Township in accord with Subdivision Regulation requirements.
 - **Staff Finding:** The applicant has provided final construction plans as well as its plans for a financial guarantee (performance bond). A copy of the actual performance bond has not yet been submitted.
6. When installed prior to final plat approval, final construction plans for all required improvements, as designed by the licensed, professional engineer, shall be subject to review and approval by the Township. Plans may also be reviewed by other appropriate agencies, as determined by the Zoning Administrator. Plans shall be drawn at a scale and size as approved by the Township. The following shall be shown:
 - *Plan and Profile.* Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the

center line of the existing road or roads within one hundred (100) feet of the intersection, shall be shown. Radii of all curves, lengths of tangents, and central angles on all streets shall be shown. Final construction plans shall show the locations and cross-section of street pavements including curbs and gutters, sidewalks and trails (if required), drainage easements, rights-of-way, manholes, and catch basins; the locations of street lighting standards, and street signs; the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water, gas, or other underground utilities or structures.

- *Utility Plan.* Location, size, elevation, and other appropriate descriptions of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features, at the point of connection to proposed facilities and utilities within the subdivision.
 - *Grading, Drainage, and Erosion Control Plan.* A final grading, drainage, and erosion control plan for the entire subdivision shall be submitted reflecting those portions of the subdivision affected by drainage, and erosion control measures that are required of the developer. Topography at the same scale as the preliminary plat with a contour interval of two (2) feet. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high-and low-water elevations of such lakes or streams. The Township Engineer may require, where steep slopes exist, that cross-sections of all proposed streets at one-hundred-foot (100-foot) stations be shown at five (5) points as follows: On a line at right angles to the center line of the sheet, and said elevation points shall be at the center line of the street, each property line, and points twenty-five (25) feet inside each property line. The Township Zoning Administrator may require cross sections in sensitive natural resource areas including bluffs, shorelands, and wetlands.
 - **Staff Finding:** The applicant has provided copies of the above-required plans. They are being reviewed by Wright County SWCD and Staff is awaiting their comments.
7. **Title:** A current title opinion from a private attorney on their letterhead to the description of the property being platted. "Current" shall mean that the document shall have originated within 30 days or less at the date of submission of the final plat. (NOTE: For purposes of Township review, a Title Commitment may be submitted instead of a Title Opinion. However, Wright County will only accept a Title Opinion during their stage of the review process. Contact Wright County Planning & Zoning for more information.)
 - **Staff Finding:** The applicant has stated they will be providing a Title Commitment, but has not yet done so. They will ultimately be providing a Title Opinion to Wright County, as required by the County Attorney's Office.
8. **Covenants:** Any restrictive covenants, subdivision agreements, declarations of restriction or certificates of transfer of development rights shall be submitted with the final plat.
 - **Staff Finding:** The applicant has stated they will be providing a copy of the covenants, but has not yet done so. They have provided a general summary of what will be in the covenants (see attached email).
9. **Corinna Township Zoning Administrator/Township Attorney Review:** The final plat shall be considered a complete application when the Zoning Administrator has determined that all requirements have been met, including a review of the Title Opinion/Title Commitment by the Township Attorney.
 - **Staff Finding:** The applicant has stated they will be providing a Title Commitment, but has not yet done so. They will ultimately be providing a Title Opinion to Wright County, as required by the County Attorney's Office.

Town Board Direction: The Township will need to make a decision regarding the final plat application. If it needs additional information before making that decision, or if certain required items are not provided by the applicant before the meeting, it may table the decision until such information has been provided.

Marty Campion and Don Rachel addressed the Town Board. Ben Oleson explained that there has been a change in the sewer plan from what he understood was the plan, with lots 1-4 having outlots tied to each of those 4 lots for their sewers rather than one common area for a shared drainfield. This is a change from the concept plan that was approved by Wright County and the County has expressed questions about whether additional review is needed by the County to approve this change.

There was a discussion about easements needed, size requirements for outlots, other items that need to be reviewed by the township attorney including the bond/letter of credit, indemnification clause, and a discussion about how many lifts of bituminous should be done in the first year.

The township says they will maintain the stormwater ponds, as they have been doing in other recent plats.

A motion was made by Carlson, seconded by Smith, to table this issue until the May 3, 2016 Regular Town Board Meeting to allow for the concerns to be addressed with the County. Motion carried unanimously.

CenterPoint Request: Oleson received plans for work to be done in the Township. A motion was made by Carlson, seconded by Smith, to state that CenterPoint does not need a permit to do this work in the Township. Motion carried unanimously.

Online Permitting: Ben Oleson gave a demonstration for online P and Z/building permitting. A motion was made by Dearing, seconded by Smith, to allow Oleson to use the online permitting for Corinna Township. It was noted that a paper copy with signature would be delivered to Corinna Town Hall at time of payment since the online system would not currently be taking signatures. Motion carried unanimously.

Wright County Planning Commission Minutes 3/17/2016 Regarding True Friends: Reviewed.

Wright County Attorney Tom Kelly Memo of 4/6/2015 Regarding Restatement and Reorganization of Wright County Ordinances: Reviewed. Town Board had no objections to changes proposed.

Wright County Meeting Tuesday, 4/19 Regarding Solar Ordinance: Reviewed.

Next Corinna Planning Commission Meeting Date and Agenda: Tuesday, May 10, 2016 at 7:00 PM. There will be a special Planning Commission Meeting on Thursday, April 28, 2016, beginning at 7:00 p.m. The purpose of this meeting is primarily training.

Corinna Planning Commission Board and Alternates: No discussion.

PID # 206-000-153404 - 8987 Iresfeld AV NW: Sewer permit has been picked up and permit fee paid.

Dean Flygare said work cannot be done until spring, 2016.

PID# 206-000-021105 11955 Hart Avenue NW: Corinna letter of 1/28/16 regarding shed; Response.

2. Survey Ibs/Bakken Turn-Around and Survey for a Utility Easement for Property Near 11182 Hoyer AV NW: Not done yet.
3. Resolution 2016-05 Authorizing Contract with Interested Officers: Regarding Town Board Member performing various tasks for the Township. A motion was made by Carlson, seconded by Smith, to approve resolution. Motion carried. Dearing abstained from voting.
4. Resolution 2016-06 Authorizing Contract with Interested Officers: Regarding Town Board Member performing various tasks for the Township. A motion was made by Carlson, seconded by Dearing, to approve resolution. Motion carried. Smith abstained from voting.
5. Resolution 2016-07 Authorizing Contract with Interested Officers: Regarding Town Board Member performing various tasks for the Township. A motion was made by Dearing, seconded by Smith, to approve resolution. Motion carried. Carlson abstained from voting.
6. Wright County Highway Department News Release Regarding County Road 5: Reviewed.
7. Interium Table Proposal: A motion was made by Dearing, seconded by Smith, to order new Town Board/Planning Commission Meeting table from Interium, from State Contract. Motion carried unanimously.

Any Other Business That May Come Before the Board: None.

Information on File:

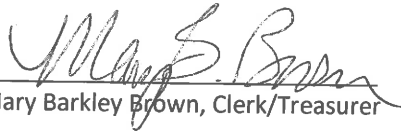
Office of the State Auditor: E-Updates 4/1/16, 4/8/16 were reviewed.

Payment of Claims:

A motion was made by Dearing, seconded by Smith, to approve Direct Deposit Payroll JE 2016-019 through JE 2016-021 (Miller Welle Heiser Payroll Service); Payroll Checks #929 through #933 (Miller Welle Heiser Payroll Service); Check # 19972 through Check # 19985 in the amount of \$16,600.04. Motion carried unanimously.

A motion was made by Dearing, seconded by Smith, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:22 p.m.

Respectfully submitted,


Mary Barkley Brown, Clerk/Treasurer

May 3, 2016


Chuck Carlson, Chairman